

**Data Reporting Instructions
Private Vocational School Licensees
November 2003**

What students do I need to report on?

Report the data on **students who withdrew, graduated or were enrolled during the year from July 1, 2002 through June 30, 2003**. If you have not already done so, please also report on students from the previous two fiscal years (7/1/00 –6/30/01 and 7/1/01-6/30/02). If you have already supplied student data for any of the time periods, you do not need to report that data at this time.

Please note that we are interested in *all private-paying students*. Do not include students trained under contract with a business or government agency such as DVR or the Department of Labor and Industries.

If your school is located outside Washington State, report only on students who were Washington residents at the time they started your training program.

If you have no students to report, please inform WTECB by returning the data reporting form with a note of explanation or sending an email to kpyle@wtb.wa.gov.

What training programs do I report on?

Please report on all programs listed on your Private Vocational School license. To review the programs you are currently authorized to offer under your license, you can use the online licensing system with your login id and password, or contact 'cita Waller at cwall@wtb.wa.gov or (360)753-5673.

What information is required to be reported?

For each student who was enrolled in, or graduated or withdrew from the program(s) during each reporting period, we need:

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|--------------------------------|---|
| • program title* | • Gender* |
| • program duration (in months) | • disability status |
| • student name* | • highest grade completed before enrolling* |
| • social security number* | • start of training date * |
| • address* | • end of training date * |
| • phone number* | • enrollment status at end of reporting period* |
| • date of birth* | |
| • Hispanic/Non-Hispanic* | |
| • Race* | |

***A complete data report, including all of these data elements, is a pre-requisite for WTECB Private Vocational School license renewal.**

What measures are taken by WTECB to ensure data security?

All data reported to WTECB is kept on removable hard disks that are locked into file drawers each night. All CD's, floppy disks, and hard copy data is stored in locked drawers and destroyed when no longer needed. All WTECB data computers are password-protected. Access to individual data is limited to staff and contractors who have signed Confidentiality Statements in which they agree to follow strict data security procedures. Individual data reported to WTECB is not considered public information, and is exempt from disclosure laws.

Are social security numbers required to be reported? Licensed private vocational schools are required to *ask* students for social security numbers and report those social security numbers they receive to WTECB. A student has the right to choose not to provide their social security number. Please inform students about why they are being asked to give out their social security number and what security measures will be taken with the information.

What if some of the data is not available? Please report whatever data you have collected, for the time period(s) requested. If any of the requested student data are not available for one or more of your programs, please contact Karen Pyle at (360) 664-4622.

If a program is new and there are no students to report on, please inform WTECB by returning the data reporting form with a note of explanation or sending an email to kpyle@wtb.wa.gov.

How can I report the information?

Reporting forms and instructions can be downloaded in MS Excel format or as PDF files from the WTECB website at www.wtb.wa.gov/pvsa-anl.html. Upon request, we can also send the Excel version on a diskette or attach it to an email or mail a hard copy version--contact Barbara Mix at (360) 586-3322 or bmix@wtb.wa.gov. Forms can be filled out with Excel or similar spreadsheet, with MS Access, or by hand. Electronic format is preferred over hard copy.

How can the data be returned?

Electronic versions: Please save the final file using a password, as an added security measure. To do so in Excel, click on **File, Save As**, then click the **Options** button. Then type in the password and continue with saving the file. If you are sending more than one file, use the same password for each. E-mail is the fastest and most secure method. E-mail the file(s), as an attachment, to kpyle@wtb.wa.gov. (Please inform WTECB of the password you are using, via a separate email or phone call.)

Hard copies can be mailed to Karen Pyle, WTECB, PO Box 43105, Olympia, WA 98504-3105. For the highest security, you can hand-deliver your data to our office at 128 10th Ave SW, 6th floor, Olympia, WA.

Please return the data report by 5 pm on Friday, December 12, 2003.

Please feel free to call or email Karen Pyle at (360) 664-4622 or kpyle@wtb.wa.gov with any questions or concerns you may have. For questions regarding your Private Vocational School License, please contact 'cita Waller at (360) 753-5673 or cwaller@wtb.wa.gov. We would like to do whatever we can to assist you in meeting the data reporting requirements.